



United Way
of Broome County

CAPACITY BUILDING GRANT PROGRAM REQUEST FOR PROPOSALS (RFP)

FUNDING YEAR JULY 1, 2019-JUNE 30, 2020

RFP Release Schedule

RFP Announcement:

Wednesday, January 23, 2019

Letter of Intent Due Date:

Friday, February 8, 2019

Proposals Due:

Thursday, February 28, 2019 at 3:00PM

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INTRODUCTION

United Way of Broome County is committed to strengthening the capacity of local nonprofits to address the ever-evolving challenges and opportunities facing our community. To this end, United Way of Broome County has established the Capacity Building Grant Program as a means to provide financial resources, either individually or in concert with other funders, to strengthen the ability of community partners to effectively and efficiently respond to these challenges and opportunities. The Capacity Building Grant Program provides funding to support and strengthen local not-for-profit agencies through capacity building and capital projects.

Eligible organizations must align with one or more of the following:

Strategic Priorities:

1. Families are empowered and economically stable
2. Youth are prepared to live, learn, work, and contribute
3. Seniors are healthy and safe

A Foundation for a Quality Life: Basic Needs

Collective Impact Initiatives:

1. Healthy Lifestyles Coalition (HLC)
2. Binghamton-Broome Anti-Poverty Initiative (BBAPI)

This grant opportunity will support two main activities:

- **Capacity Building Projects** must improve the governance, management, or program service capacity of the organization in one or more of the following ways:
 - Strategy and business planning with a focus on contingency planning for adversity;
 - Financial planning and management with a focus on sustainability, innovation and social enterprise (fiscal policy development, internal control review, software conversion);
 - Developing collaborative and collective efforts to optimize resources and work efficiently to address increased and emerging needs;
 - Organizational assessment, including personnel and program evaluation;
 - Employee Team-Building;
 - Board Development and Training.
- **Capital Projects** must involve one or more of the following:
 - Matters affecting life, safety, and code compliance;
 - Preventive maintenance such as energy efficiency and/or facility or program upgrading;
 - Development and implementation of five year capital improvement plans. (An eligible expense must have a useful life of at least three years. Applicants may include personnel costs when they are directly related to providing labor for the completion of the project);
 - Vehicle replacement;
 - Information Technology (An eligible expense must have a useful life of 18 months).

APPLICATION REQUIREMENTS

ELIGIBILITY

All applicants must meet and provide evidence of the following requirements:

- Funding through the Capacity Building Grant Program will be used to serve residents of Broome County, New York. Organizations who serve a larger geographic area may apply but must ensure that funding will only support activity in Broome County.
- Be a not-for-profit, tax exempt organization.
- Be incorporated or chartered under appropriate federal, state, or local statutes.
- Abide by federal and state laws regarding non-discrimination.
- Have an active, locally based, volunteer board of directors that meets regularly, makes policy decisions, and holds election of officers.
- Have an administrative structure with defined lines of responsibility, a mission statement, and bylaws.
- Be financially stable and perform a regular budgeting process. Be able to provide one of the following reports based on your corresponding New York State annual financial reporting requirements: (a) an independent CPA's audit report and financial statements with the corresponding management letter (over \$750,000), (b) an independent CPA's review report and financial statements (between \$250,000 and \$750,000), or (c) internally reviewed financial statements signed by a Board representative (less than \$250,000).
- Have current license, certification, and permits if applicable.
- Be able to demonstrate that the project will contribute to the efficiency, sustainability, and resiliency of your organization.

FUNDING PERIOD

Funding awarded to applicants shall be used beginning July 1, 2019 and ending June 30, 2020. All work on the project must take place during this timeframe and must not begin before a signed contract is in place. Multi-year funding may be awarded on a limited basis.

BUDGET

The total budget for all work related to the project must not exceed \$15,0000. Exceptions may be considered in consultation with the Director of Community Initiatives & Planning.

SUBMITTING A PROPOSAL

Interested applicants should follow the instructions at <https://www.uwbroome.org/nonprofit-funding/>.

Proposals must be submitted via the Community Partner Portal no later than Thursday, February 28, 2019 at 3:00PM. All required attachments must be uploaded in PDF file format. Hard copy paper applications will not be accepted, and late applications will not be reviewed.

APPLICATION QUESTIONS

PART ONE: LETTER OF INTENT (*Submit by February 8, 2019*)

1. Letter of Intent available as a Google Form. You can access the Letter of Intent at <https://uwbroome.org/nonprofit-funding/>.

PART TWO: NARRATIVE

1. Organizational History
 - a. Provide a brief history of your organization.
 - b. What is your organization's mission and how will the proposed project help you to achieve your mission?
2. Project Description
 - a. Provide a summary of the proposed project. Include a breakdown of items to be purchased, relevant trainings, consultant services, etc.
 - b. **[For Capacity Building Projects]** Please describe how these services will improve the board governance, leadership development, and/or sound management of your organization.
 - c. **[For Capital Projects]** Does your organization have a capital improvement plan? If so, when was it developed?
 - d. Describe the need for the project and how your clients/service recipients will be impacted by this project.
 - e. What is/are the long-term goal(s) of the project?
 - f. What impact would a partial award have on your proposal? What is the minimum award needed to complete the project?
3. Evaluation Plan
 - a. Please describe in detail how you will evaluate the success of your project, and what tools or resources you will utilize to measure project performance.
 - b. Please describe how this project will contribute to the efficiency, sustainability, and resiliency of your organization.

PART THREE: ATTACHMENTS

1. Tax exempt status
 - a. Verification of 501(c)(3) tax-exempt or other tax exempt or public charity status.
2. Project Budget
 - a. Provide an accurate and detailed project budget.
 - b. Supplemental information may be requested. Please submit the budget using the template attached. The information requirements are as follows:
 - i. Specify the budget period (between July 1, 2019 – June 30, 2020)
 - ii. Specify the requested amount and the total cost of the project.
 - iii. List all other sources of revenue for the project.
 - iv. Itemize your expenses and provide an expense total.

- v. **Indirect Rate/Administrative Costs: If your organization uses an indirect rate, this must not exceed 15%. If you use a break down of administrative costs instead, this must not exceed 15%.**
 - vi. Budget Narrative: Provide an explanation of all budget line items. Specify in-kind expenses and donations or matching funds, including volunteer hours to be leveraged.
 - vii. **[For Capital Projects]** Please provide at least three bids for your request.
3. Agency Budget
- a. Provide an agency budget (on one page if possible) that shows line items side by side with the following columns, in order indicated:
 - i. Prior year budget
 - ii. Prior year actual
 - iii. Current year budget
 - iv. Current year-to-date
 - v. Next year [preliminary] or [actual] budgeted. (If not yet complete, please provide brief statement describing what significant budget changes you anticipate making for the next year.)
4. Financial Statements
- a. Provide one of the following reports based on your corresponding New York State annual financial reporting requirements: (a) an independent CPA's audit report and financial statements with the corresponding management letter (over \$750,000), (b) an independent CPA's review report and financial statements (between \$250,000 and \$750,000), or (c) internally reviewed financial statements signed by a Board representative (less than \$250,000).
5. Board List
- a. A complete list of your current board of directors. Note officers, affiliations, and term dates.

FUNDING PROCESS

EVALUATION & SELECTION PROCESS

United Way of Broome County will award funding through a competitive process led by community volunteers. The Capacity Building Committee, made up of community volunteers, is responsible for reviewing and ranking applications (based on the criteria below), and developing a clear plan of investments based on the requirements of the Capacity Building Grant Program. This, together with community information from United Way of Broome County staff, will form the basis for recommendations to the United Way of Broome County Board of Directors for final determination and approval of all grants.

SECTION	MAXIMUM POINTS
Organizational History	10
Project Description	40
Evaluation Plan	25
Budget and Attachments	25
Total Possible Points	100

INVESTMENT TIMELINE

January 23, 2019	RFP Released
February 8, 2019	Letter of Intent Due
February 28, 2019	Grant Applications due to the United Way of Broome County for consideration
May 2019	United Way of Broome County notifies applicants of funding decisions
July 1, 2019	Funding for the Capacity Building 2019-2020 grant cycle begins